

Sorted by Time Category

Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

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Time Reporting Codes and Security Access for Entry on the Timesheet

This is a listing of most of the TRCs that agencies will enter and see. However, not every agency will use or see all the TRCs in this list. Some TRCs are agency specific and will only be entered and seen by that specific agency.

TRC	Description	Earning Code Mapping	Agency	Division	DOHR	Edison TL	Employee	SLB Adm	Supervisor Timekeeper
AAAA	Scheduled Hours								
AAL	Anticipated Accrued Annual Lve	ANL				Y			
AAL2	Anticipated Annual Lv Hrly	ANH				Y			
ADDR2	Spec Disaster Relief - Hourly	SRH				Y			
ADEL2	Adm Election Leave - Hourly	ALH				Y			
ADHS2	Adm. Health Svcs - Hourly	ALH				Y			
ADIV2	Adm State Exam/Interview-Hrly	ALH				Y			
ADIW2	Adm. Inclement Weather-Hrly	ALH				Y			
ADJAL	Annual Leave Adjustment	LBA			Y	Y			
ADJHC	Holiday Comp Adjustment				Y	Y			
ADJPC	Premium Comp Adjustment				Y	Y			
ADJRC	Regular Comp Adjustment				Y	Y			
ADJSB	SLB Assessment/Enrollment	LBA			Y	Y		Y	
ADJSD	Sick Leave Donation Adjustment	LBA			Y	Y		Y	
ADJSL	Sick Leave Adjustment	LBA			Y	Y			
ADJSR	Sick Leave Reinstatement Adj	LBA			Y	Y			
ADJXC	Excess Comp Adjustment				Y	Y			
ADM	Admin Lv With Pay	ADL	Y	Y	Y	Y			

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ADM2	Admin Lv W/Pay Hourly	ALH				Y			
ADMDR	Spec Disaster Relief Srvc Lv	SRS	Y	Y	Y	Y			
ADMEL	Adm Election Leave	AEL	Y	Y	Y	Y	Y		Y
ADMHS	Adm Health Services Leave	AHL	Y	Y	Y	Y	Y		Y
ADMIV	Adm State Exam/Interview Leave	AIL	Y	Y	Y	Y	Y		Y
ADMIW	Adm Inclement Weather Lv W/ Py	AWL	Y	Y	Y	Y			
ADMUB	Uninhabitable Bldg Lv W/ Pay	AUL	Y	Y	Y	Y			
ADUB2	Adm Uninhabitable Bldg - Hrly	AUL				Y			
AFMA2	Anticipated FML Annual Lv Hrly	FAH				Y			
AFMAL	Anticipated FMLA AL	FML				Y			
AFMPA	Anticipated FML/MPA Annual Lv	FML				Y			
AFMPS	Anticipated FML/MPA Sick Lv	FMS				Y			
AFMS2	Anticipated FML Sick Lv. Hrly	FMH				Y			
AFMSL	Anticipated FML Sick Leave	FMS				Y			
AFPA2	Anticipated FML/MPA AL Hrly	FAH				Y			
AFPS2	Anticipated FML/MPA SL Hrly	FMH				Y			
AL	Annual Leave	ANL	Y	Y	Y	Y	Y		Y
AL2	Annual Leave Hourly	ANH				Y			
ALWO	Annual Leave Without Pay	WOP				Y			
ALWO2	Annual Leave WO - Hourly					Y			
AMPA2	Anticipated MPA Annual Hrly	ANH				Y			
AMPAL	Anticipated Parental Annual Lv	ANL				Y			

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AMPS2	Anticipated MPA Sick Lv Hourly	MPH				Y			
AMPSL	Anticipated Parental Sick Lv	MPA				Y			
ANTOT	Anticipated OT - Shift 1	REG	Y	Y	Y	Y	Y		Y
ANTS2	Anticipated OT - Shift 2	REG	Y	Y	Y	Y	Y		Y
ANTS3	Anticipated OT - Shift 3	REG	Y	Y	Y	Y	Y		Y
APOT	Anticipated PreOT-Full Rate	AOT				Y			
APOT5	Anticipated PreOT-Half Rate	SOT				Y			
AROT	Anticipated Regular OT	ROT				Y			
ASL	Anticipated Accrued Sick Leave	SLS				Y			
ASL2	Anticipated Sick Leave Hourly	SLH				Y			
ASLT2	Assault Pay Hourly	APH				Y			
ASLVR	Anticipated Accrued SL Override	SLS				Y			
ASSLT	Assault Pay	ASP	Y		Y	Y			
ASVR2	Anticipated Sick Lve Override	SLH				Y			
ATERA	Anticipated Terminal Annual Lv	TER				Y			
ATRA2	Ant. Term Annual Lv - Hourly	TLH				Y			
BER	Bereavement Leave With Pay	BRV	Y	Y	Y	Y	Y		Y
BER2	Bereavement Leave - Hourly	BRH				Y			
CIV	Civil Leave	JRY	Y	Y	Y	Y	Y		Y
CIV2	Civil Leave Hourly	CVH				Y			
CL	Compensatory Leave		Y	Y	Y	Y	Y		Y
CLEX	Excess Comp Leave - Used	CMP				Y			

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CLEX2	Excess Comp Used Hourly	CMH				Y			
CLHL2	Hol Comp Used Hourly	CMH				Y			
CLHOL	Holiday Comp Leave - Used	CLH				Y			
CLPR2	Premium Comp Used Hourly	CMH				Y			
CLPRE	Premium Comp Leave - Used	CPR				Y			
CLREG	Compensatory Lv Regular Used	CMP				Y			
CLRG2	Reg Comp Used Hourly	CMH				Y			
CLWO	Compensatory Leave W/O Pay	WOP				Y			
CLWO2	Comp Leave WO - Hourly					Y			
DNRWO	Without - Do Not Reschedule	WOP	Y		Y	Y			
DNWO2	Do Not Reschedule W/O- Hrly					Y			
EDU	Education Lv With Pay	EDU	Y		Y	Y			
EDU2	Education Lv w/pay - Hrly	EDH				Y			
EDUWO	Educational Leave W/O Pay	WOP	Y	Y	Y	Y			
EDWO2	Education Lv w/o Pay-Hrly					Y			
EXTWO	Extended Leave W/O Pay	WOP	Y	Y	Y	Y		Y	
EXWO2	Extended Lv w/o Pay-Hrly					Y			
FMAL2	FML-Annual Lv Hourly	FAH				Y			
FMHL2	Family Med Lv Holiday-Hrly	HPH				Y			
FMLAL	FML-Annual Lv	FML	Y	Y	Y	Y	Y		Y
FMLHL	FML-Holiday	HOL				Y			
FMLNP	FML No Pay-Manager Entry	WOP	Y	Y	Y	Y	Y		Y

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TRC	Description	Earning Code Mapping	Agency	Division	DOHR	Edison TL	Employee	SLB Adm	Supervisor Timekeeper
FMLSB	FML-Sick Leave Bank	SLB			Y	Y		Y	
FMLSL	FML-Sick Leave	FMS	Y	Y	Y	Y	Y		Y
FMLWO	Family Medical Leave W/O Pay	WOP				Y			
FMNP2	Family Med Lv No Pay-Hrly					Y			
FMPA2	FML/MPA Annual Lv. Hrly	FAH				Y			
FMPAL	FML/MPA Annual Leave	FML	Y	Y	Y	Y			
FMPSS	FML/MPA Sick Leave Hourly	FMH				Y			
FMPSL	FML/MPA Sick Leave	FMS	Y	Y	Y	Y			
FMPWO	FML/MPA Without Pay	WOP	Y	Y	Y	Y			
FMSB2	Family Med/Sick Bank - Hourly	SBH				Y			
FMSL2	FML-Sick Leave Hourly	SLH				Y			
FMWO2	FMLA Without Pay Hourly					Y			
FPWO2	FML/MPA Without Pay Hrly					Y			
HLNP2	Holiday No Pay - Hourly					Y			
HLPY2	Holiday Non-Duty Pay - Hourly	HPH				Y			
HOL	Holiday	HOL				Y			
HOLC2	Holiday Comp Earned Hourly					Y			
HOLCP	Holiday Comp Time Earned					Y			
HOLEG	Holiday Eligibility Override				Y	Y			
HOLNP	Holiday No Pay	WOP				Y			
HOLPY	Holiday Non-duty Pay	HOL				Y			
HOLRG	Holiday Reg Pay-Time Worked	ROT				Y			

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HOLVD	Holiday Void - Manager Entry		Y		Y	Y			
LUMEX	Lump Sum - Excess Comp	CMS			Y	Y			
LUMHL	Lump Sum - Holiday Comp	HCL			Y	Y			
LUMPA	Lump Sum - Annual Leave	ALS			Y	Y			
LUMPC	Lump Sum - Compensatory Time				Y	Y			
LUMPR	Lump Sum - Premium Comp	PCL			Y	Y			
LUMRG	Lump Sum - Regular Comp	CMS			Y	Y			
LUMWO	Lump Sum - Without Pay				Y	Y			
LWOP	Leave Without Pay	WOP	Y	Y	Y	Y	Y	Y	Y
LWOP2	Leave w/o Pay - Hrly					Y			
MIL	Military Lv With Pay	MIL	Y	Y	Y	Y			
MIL2	Military Lv W/Pay Hourly	MLH				Y			
MILSP	Special Military Operations	WOP	Y		Y	Y			
MILWO	Military Leave Without Pay	WOP	Y	Y	Y	Y			
MLSP2	Special Military Ops - Hrly					Y			
MLWO2	Military Lv w/o Pay - Hrly					Y			
MPACL	Parental Comp Leave		Y	Y	Y	Y			
MPAL	Parental Annual Leave	ANL	Y	Y	Y	Y			
MPAL2	Parental Annual Leave Hourly	ANH				Y			
MPAWO	Parental Leave Without Pay	WOP	Y	Y	Y	Y			
MPCH2	Parental Lv-Holiday Comp Hrly	HCH				Y			
MPCLH	Parental Lv.-Holiday Comp	CLH				Y			
MPCLP	Parental Lv.-Premium Comp	CPR				Y			

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MPCLR	Parental Lv.-Regular Comp	CMP				Y			
MPCLX	Parental Lv. - Excess Comp	CMP				Y			
MPCP2	Parental Lv.-Premium Comp Hrly	PCH				Y			
MPCR2	Parental Lv-Reg Comp Hrly	CMH				Y			
MPCX2	Parental Lv.-Excess Comp Hrly	CMH				Y			
MPSL	Parental Sick Leave	MPA	Y	Y	Y	Y			
MPSL2	Parental Sick Leave Hourly	MPH				Y			
MPWO2	Parental Leave Without Hourly					Y			
PAYRT	Pay rate TRC for distribution	REG							
PCOT	Premium Comp OT	CAH				Y			
PCOT5	Premium Comp OT - Half Rate	CAH							
PCOTX	Pre Comp Earned Exception	CAH	Y		Y	Y			
PCT2	Prem Comp Time Hourly Earned	CAH				Y			
PCTX2	Prem Comp Exception Hrly Earned	CAH				Y			
POT	Overtime Premium-Full Rate	POT				Y			
POTX	Overtime Premium-Exception	POT	Y		Y	Y			
POTX5	Prem Overtime - Half Time	HOT				Y			
PRM72	No 72 Hour Notice	AOT			Y	Y			
PTDYS	Per Diem	PDM	Y	Y	Y	Y	Y		Y
PTHS1	Part Time Hours Shift 1	PTH			Y	Y			
PTHS2	Part Time Hours Shift 2	PTH			Y	Y			
PTHS3	Part Time Hours Shift 3	PTH			Y	Y			

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TRC	Description	Earning Code Mapping	Agency	Division	DOHR	Edison TL	Employee	SLB Adm	Supervisor Timekeeper
RCOT	Regular Compensatory Overtime	CAH				Y			
RCOTX	Reg Comp Earned - Exception	CAH	Y		Y	Y			
RCT2	Reg Comp Earned Hourly	CAH				Y			
RCTX2	Regular Comp Exception Hourly	CAH				Y			
REGS1	Shift 1-Reg Hrs Worked	REG	Y	Y	Y	Y	Y		Y
REGS2	Shift 2-Reg Hrs Worked	REG	Y	Y	Y	Y	Y		Y
REGS3	Shift 3-Reg Hrs Worked	REG	Y	Y	Y	Y	Y		Y
REGTR	Training Time Worked	REG	Y	Y	Y	Y	Y		Y
RGTR2	Regular Training Time-Hourly	PTH					Y		
RIW1H	Reg Inc Weather Shift 1-Hr	PTH					Y		
RIW2H	Reg Inc Weather Shift 2-Hrly	PTH					Y		
RIW3H	Reg Inc Weather Shift 3-Hrly	PTH					Y		
RIWS1	Reg Inclement Weather Shift 1	REG	Y	Y	Y	Y			
RIWS2	Reg Inclement Weather Shift 2	REG	Y	Y	Y	Y			
RIWS3	Reg Inclement Weather Shift 3	REG	Y	Y	Y	Y			
ROT	Regular Overtime	ROT				Y			
ROTCX	Excess Compensatory OT	CAH				Y			
ROTEX	Excess RCOT paid as cash	ROT				Y			
ROTP5	Excess PCOT Paid - Half Rate	ROT							
ROTPH	Excess PCOT paid as cash	ROT				Y			
ROTX	Regular Overtime - Exception	ROT	Y		Y	Y			
RUB1H	Reg Uninhab Bldg Shift 1-Hrly	PTH				Y			

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TRC	Description	Earning Code Mapping	Agency	Division	DOHR	Edison TL	Employee	SLB Adm	Supervisor Timekeeper
RUB2H	Reg Uninhab Bldg Shift 2-Hrly	PTH				Y			
RUB3H	Reg Uninhab Bldg Shift 3-Hrly	PTH				Y			
RUBS1	Reg Uninhabitable Bldg Shift 1	REG	Y	Y	Y	Y			
RUBS2	Reg Uninhabit Bldg Shift 2	REG	Y	Y	Y	Y			
RUBS3	Reg Uninhabit Bldg Shift 3	REG	Y	Y	Y	Y			
SCLWO	Seasonal Closure W/O Pay	WOP	Y	Y	Y	Y			Y
SCWO2	Seasonal Closure - Hrly					Y			
SEPWO	Separation Without Pay	WOP	Y	Y	Y	Y			
SL	Sick Leave	SLS	Y	Y	Y	Y	Y		Y
SL2	Sick Leave Hourly	SLH				Y	Y		Y
SLBK	Sick Leave Bank	SLB			Y	Y		Y	
SLBK2	Sick Leave Bank - Hourly	SBH				Y			
SLDN	Donated (Transferred) Sick Lv	SLB			Y	Y		Y	
SLOV2	Sick Lv Override Hourly					Y			
SLOVR	Sick Lv Reschedule Override	SLS	Y	Y	Y	Y	Y		Y
SLWO	Sick Leave Without Pay	WOP				Y			
SLWO2	Sick Leave WO - Hourly					Y			
SPWO2	Separation Lv w/o Pay-Hrly					Y			
TERA2	Terminal Annual Lv - Hrly	TER				Y			
TERAL	Terminal Lv. - Annual Leave	TER	Y		Y	Y			
TERCH	Terminal Lv.-Holiday Comp	TCL				Y			
TERCL	Terminal Comp Leave		Y		Y	Y			

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TRC	Description	Earning Code Mapping	Agency	Division	DOHR	Edison TL	Employee	SLB Adm	Supervisor Timekeeper
TERCP	Terminal Lv.- Premium Comp	TCL				Y			
TERCR	Terminal Lv.-Regular Comp	TCL				Y			
TERCX	Terminal Lv. - Excess Comp	TCL				Y			
TERHL	Terminal Leave - Holiday	HTL				Y			
TRCH2	Terminal Holiday Comp-Hrly	LCH				Y			
TRCP2	Terminal Premium Comp-Hrly	LCH				Y			
TRCR2	Terminal Reg Comp - Hourly	LCH				Y			
TRCX2	Terminal Excess Comp-Hrly	LCH				Y			
TRHL2	Terminal Lv. Holiday-Hourly	THH				Y			
UPAOT	Unprocessed Antic. Overtime					Y			
UPOT	Unprocessed Overtime					Y			

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Leave Adjustment Codes

TRC	TRC Description	Comments
ADJAL	Annual Leave Adjustment	This TRC is entered only DOHR or Edison TL. It is mapped to Earnings Code LBA (Leave Balance Adjustment) so that leave balance will be updated after AM processing.
ADJHC	Holiday Comp. Adjustment	This TRC is entered only by DOHR or Edison TL. The Holiday Compensatory Balance will be updated after Time Administration processes.
ADJPC	Premium Comp. Adjustment	This TRC is entered only by DOHR or Edison TL. The Premium Compensatory Balance will be updated after Time Administration processes.
ADJRC	Regular Comp. Adjustment	This TRC is entered only by DOHR or Edison TL. The Regular Compensatory Balance will be updated after Time Administration processes.
ADJSB	SLB Assessment/Enrollment	This TRC is entered by DOHR, Edison TL and SLB Administrator. It is mapped to Earnings Code LBA (Leave Balance Adjustment) so that leave balance will be updated after AM processing.
ADJSD	Sick Leave Donation Adjustment	This TRC is entered by DOHR, Edison TL and SLB Administrator. It is mapped to Earnings Code LBA (Leave Balance Adjustment) so that leave balance will be updated after AM processing.
ADJSL	Sick Leave Adjustment	This TRC is entered only DOHR or Edison TL. It is mapped to Earnings Code LBA (Leave Balance Adjustment) so that leave balance will be updated after AM processing.
ADJSR	Sick Leave Reinstatement Adj	This TRC is entered only DOHR or Edison TL. It is mapped to Earnings Code LBA (Leave Balance Adjustment) so that leave balance will be updated after AM processing.
ADJXC	Excess Comp. Adjustment	This TRC is entered only by DOHR or Edison TL. The Excess Compensatory Balance will be updated after Time Administration processes.

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Lump Sum Codes

TRC	TRC Description	Comments
LUMEX	Lump Sum - Excess Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to Earnings Code CMS (Regular Comp Leave Lump Sum).
LUMHL	Lump Sum - Holiday Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to Earnings Code HCL (Holiday Comp Leave Lump Sum).
LUMPA	Lump Sum Annual Leave	This TRC is entered by DOHR or Edison TL. It is mapped to Earnings Code ALS (Annual Leave Lump Sum) so that leave balance will be updated after AM processing.
LUMPC	Lump Sum Comp Time	This TRC is entered by DOHR or Edison TL and is used when an employee separates from the State and is used to pay out their compensatory balances. A rule in Time Administration will change LUMPC to LUMEX, LUMHL, LUMPR, and/or LUMRG to use appropriate balances as specified by policy.
LUMPR	Lump Sum - Premium Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to Earnings Code PCL (Premium Comp Leave Lump Sum).
LUMRG	Lump Sum - Regular Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to Earnings Code CMS (Regular Comp Leave Lump Sum).
LUMWO	Lump Sum - Without Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used in T&L to account for total scheduled hours and is not mapped to an Earnings Code – will not go to payroll.

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Holiday Codes

TRC	TRC Description	Comments
FMHL2	Family Med Lv Holiday-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code HPH (Holiday Pay Hourly).
FMLHL	FML-Holiday	This TRC is entered by Edison TL. It is mapped to earnings code HOL (Holiday Pay Salaried).
HOLCP	Holiday Comp Time Earned	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when a salaried employee is eligible for compensatory time on a holiday. The Holiday Compensatory Balance will be updated after Time Administration processes.
HOLC2	Holiday Comp Earned Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when an hourly employee is eligible for compensatory time on a holiday. The Holiday Compensatory Balance will be updated after Time Administration processes.
HOLNP	Holiday No Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when a salaried employee is not eligible for a holiday. It is mapped to Earnings Code WOP (Without Pay) so that the employee's salary will be reduced for the holiday.
HLNP2	Holiday No Pay – Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when an hourly employee is not eligible for a holiday. This is for information purposes in T&L to identify when an hourly employee is not eligible for the holiday.
HOLPY	Holiday Non-duty Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when a salaried employee is eligible for holiday pay. It is mapped to Earnings Code HOL (Holiday Pay Salaried) so that the employee will receive pay for off time on a holiday.
HLPY2	Holiday Non-duty Pay – Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when an hourly employee is eligible for holiday pay. It is mapped to Earnings Code HPH (Holiday Pay Hourly) so that the employee will receive pay for off time on a holiday.

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HOLRG	Holiday Reg Pay – Time Worked	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when an employee has worked on a holiday. It is mapped to Earnings Code ROT (Regular Overtime) so that the employee will receive regular overtime pay for the holiday.
HOLEG	Holiday Eligibility Override	This TRC is entered by DOHR or Edison TL to override holiday eligibility when the rules processing in Time Administration has determined an employee is not eligible for the holiday. Time Administration will create hours of HOLPY equal to the hours of HOLEG.
HOLVD	Holiday Void - Rules Override	This TRC is entered by Agency TL Admin, DOHR or Edison TL to override holiday eligibility so that an employee is not eligible for holiday. Rules processing in Time Administration will create TRC HOLNP equal to the hours of HOLVD entered.
TRHL2	Terminal Lv. Holiday-Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code THH (Terminal Lv Holiday -Hourly).

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Overtime and Anticipated Overtime Codes

TRC	TRC Description	Comments
ANTOT	Anticipated OT - Shift 1	<p>This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL when:</p> <ul style="list-style-type: none"> • an employee works over their scheduled hours for a day • the employee expects to work overtime in the week • the time for this day must be allocated to a specific accounting funding <p>If the employee's total work hours for their FLSA work week makes them eligible for overtime, a rule in Time Administration will change ANTOT to APOT and/or AROT depending on overtime eligibility. If the employee's work hours for their FLSA work week do not make them eligible for overtime, the rule will not change ANTOT. It is mapped to earnings code REG (Regular Wages).</p>
ANTS2	Anticipated OT - Shift 2	<p>This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL when:</p> <ul style="list-style-type: none"> • an employee works over their scheduled hours for a day • the employee expects to work overtime in the week • the time for this day must be allocated to a specific accounting funding <p>If the employee's total work hours for their FLSA work week makes them eligible for overtime, a rule in Time Administration will change ANTS2 to APOT and/or AROT depending on overtime eligibility. If the employee's work hours for their FLSA work week do not make them eligible for overtime, the rule will not change ANTS2. It is mapped to earnings code REG (Regular Wages).</p>

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TRC	TRC Description	Comments
ANTS3	Anticipated OT - Shift 3	<p>This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL when:</p> <ul style="list-style-type: none"> an employee works over their scheduled hours for a day the employee expects to work overtime in the week the time for this day must be allocated to a specific accounting funding <p>If the employee's total work hours for their FLSA work week makes them eligible for overtime, a rule in Time Administration will change ANTS3 to APOT and/or AROT depending on overtime eligibility. If the employee's work hours for their FLSA work week do not make them eligible for overtime, the rule will not change ANTS3. It is mapped to earnings code REG (Regular Wages).</p>
APOT	Anticipated PreOT-Full Rate	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the premium overtime hours and is mapped to earnings code AOT (Anticipated Overtime-Full Rate).
APOT5	Anticipated PreOT-Half Rate	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocation the one-half premium overtime cost and is mapped to earnings code SOT (Anticipated Overtime-Half Rate).
AROT	Anticipated Regular OT	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the regular overtime hours and is mapped to earnings code ROT (Regular Overtime).
PCOT	Premium Comp OT	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the premium compensatory hours for salary employees and is mapped to earnings code CAH (Compensatory Time-Earned).
PCOT5	Premium Comp OT - Half Rate	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the premium compensatory hours for salary employees and is mapped to earnings code CAH (Compensatory Time-Earned).
PCOTX	Pre Comp Earned Exception	This TRC is entered by Agency TL Admin, DOHR, and Edison TL to grant premium comp time for special situations. It is mapped to earnings code CAH (Compensatory Time Earned).

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(Time Reporting Codes and Their Meaning)

TRC	TRC Description	Comments
PCTX2	PremCmp Exception Hrly Earned	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the one-half premium compensatory hours. It is mapped to earnings code CAH (Compensatory Time-Earned).
PCT2	Prem Comp Time Hourly Earned	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the premium compensatory hours for hourly employees. It is mapped to earnings code CAH (Compensatory Time-Earned).
POT	Overtime Premium-Full Rate	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when an employee has earned premium overtime. It is mapped to Earnings Code POT (Premium Overtime-Full Rate) so that the employee will receive premium overtime for the holiday.
POTX	Overtime Premium-Exception	This TRC is entered by Agency TL Admin, DOHR, and Edison TL to grant premium overtime for special situations. It is mapped to Earnings Code POT (Premium Overtime-Full Rate) so that the employee will receive premium overtime for the holiday.
POTX5	Prem Overtime - Half Time	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the one-half premium overtime hours. It is mapped to Earnings Code HOT (Premium Overtime-Half Rate) so that the employee will receive premium overtime for the holiday.
PRM72	No 72 Hour Notice	This TRC is entered by DOHR and Edison TL when an employee had not received permission to work overtime 72 hours in advance. It is mapped to earning code AOT (Anticipated Overtime-Full Rate).
RCOT	Regular Compensatory Overtime	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CAH (Compensatory Time-Earned).
RCOTX	Reg Comp Earned - Exception	This TRC is entered by Agency TL Admin, DOHR, and Edison TL to grant regular compensatory overtime for special situations. It is mapped to Earnings Code CAH (Compensatory Time Earned).
RCTX2	Regular Comp Exception Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CAH (Compensatory Time-Earned).
RCT2	Reg Comp Earned Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CAH (Compensatory Time-Earned).
ROT	Regular Overtime	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ROT (Regular Overtime).

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(Time Reporting Codes and Their Meaning)

TRC	TRC Description	Comments
ROTCX	Excess Compensatory OT	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CAH (Compensatory Time-Earned).
ROTEX	Excess RCOT paid as cash	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ROT (Regular Overtime).
ROTP5	Excess PCOT Paid - Half Rate	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used to allocate the excess premium compensatory hours for salary employees and is mapped to earnings code ROT (Regular Overtime).
ROTPH	Excess PCOT paid as cash	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ROT (Regular Overtime).
ROTX	Regular Overtime - Exception	This TRC is entered by Agency TL Admin, DOHR and Edison TL. It is mapped to earnings code ROT (Regular Overtime).
UPAOT	Unprocessed Antic. Overtime	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used in T&L to track unprocessed anticipated overtime when the overtime occurs in a split week and the initial pay period has not been confirmed. It is not mapped to any earnings codes and does not update any compensatory balances.
UPOT	Unprocessed Overtime	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used in T&L to track unprocessed overtime when the overtime occurs in a split week and the initial pay period has not been confirmed. It is not mapped to any earnings codes and does not update any compensatory balances.

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(Time Reporting Codes and Their Meaning)

Leave

Edison has rules that process during Time Administration that will automatically step down leave when an employee does not have sufficient balances.

Annual Leave

The order for stepping down annual leave during rule processing in Time Administration is:

AL > CLEX > CLPRE > CLHOL > CLREG > AAL > ALWO for Salaried
AL2 > CLEX2 > CLPR2 > CLHL2 > CLRG2 > AAL2 > ALWO2 for Part-Time/Hourly

When an employee requests annual leave and compensatory leave is available, the compensatory leave shall be used first, unless the accumulated annual leave balance is within 2 days of the maximum accrual for the employee's service group code.

If an employee has an Annual Leave balance large enough to satisfy the number of hours entered using TRC AL (Annual Leave), AL will be created in payable time.

If the employee does not have enough annual leave balance and has a Compensatory Leave balance, rules in Time Administration will create TRC(s) in Payable Time to use the available compensatory leave balances in the following order – Excess Compensatory Balance, Premium Compensatory Balance, Holiday Compensatory Balance, Regular Compensatory Balance. AL will be changed during Time Administration processing to CLEX (Excess Comp Leave – Used)/CLEX2 (Excess Comp Used Hourly), then CLPRE (Premium Comp Leave – Used)/CLPR2 (Premium Comp Used Hourly), CLHOL (Holiday Comp Leave – Used)/CLHL2 (Hol Comp Used Hourly) and CLREG (Compensatory Lv Regular Used)/CLRG2 (Reg Comp Used Hourly).

If the employee does not have enough annual leave and the employee has met the eligibility to accrue Annual Leave for the month, then AAL (Anticipated Accrued Annual Lve)/AAL2 (Anticipated Annual Lv Hrly) will be created for the eligible hours.

If the employee does not have enough annual leave, compensatory leave, or anticipated accrual, ALWO (Annual Leave Without Pay)/ALWO2 (Annual Leave WO – Hourly) will be created in payable time.

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Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

TRC	TRC Description	Comments
AAL	Anticipated Accrued Annual Lve	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ANL (Annual Leave Salaried).
AAL2	Anticipated Annual Lv Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ANH (Annual Leave Hourly).
AL	Annual Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, AL is mapped to earnings code ANL (Annual Leave Salaried).
AL2	Annual Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ANH (Annual Leave Hourly).
ALWO	Annual Leave Without Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code WOP (Without Pay).
ALWO2	Annual Leave WO - Hourly	This TRC is created by a rule in Time Administration and is not entered on the timesheet. It is not mapped to any earnings code.

Compensatory Leave

The order for stepping down compensatory leave during rule processing in Time Administration is:

CL > CLEX > CLPRE > CLHOL > CLREG > AL > AAL > CLWO for Salaried

CL > CLEX2 > CLPR2 > CLHL2 > CLRG2 > AL2 > AAL2 > CLWO2 for Part-Time/Hourly

If an employee has a balance in any of the four Compensatory Leave Balances large enough to satisfy the number of hours entered using TRC CL (Compensatory Leave), rules in Time Administration will create TRC(s) in Payable Time to use the available compensatory leave balances in the

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following order – Excess Compensatory Balance, Premium Compensatory Balance, Holiday Compensatory Balance, Regular Compensatory Balance. CL will be changed during Time Administration processing to CLEX (Excess Comp Leave – Used)/CLEX2 (Excess Comp Used Hourly), then CLPRE (Premium Comp Leave – Used)/CLPR2 (Excess Comp Used Hourly), CLHOL (Holiday Comp Leave – Used)/CLHL2 (Hol Comp Used Hourly) and CLREG (Compensatory Lv Regular Used)/CLRG2 (Reg Comp Used Hourly).

If an employee does not have any compensatory leave balance and has an annual leave balance large enough to satisfy the number of hours entered using TRC CL, AL (Annual Leave)/AL2 (Annual Leave Hourly) will be created in payable time.

If the employee does not have any compensatory leave balances or annual leave balance and the employee has met the eligibility to accrue annual leave for the month, then AAL (Anticipated Accrued Annual Lve)/AAL2 (Anticipated Annual Lv Hrly) will be created for the eligible hours.

If the employee does not have enough compensatory leave, annual leave or anticipated accrual, CLWO (Compensatory Leave W/O Pay)/CLWO2 (Comp Leave WO – Hourly) will be created in payable time.

TRC	TRC Description	Comments
CL	Compensatory Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. CL is always stepped down during rules processing in Time Administration other TRC(s) as indicated above.
CLEX	Excess Comp Leave - Used	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMP (Regular Comp Leave Salaried).
CLEX2	Excess Comp Used Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
CLPRE	Premium Comp Leave - Used	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CPR (Premium Comp Leave Salaried).
CLPR2	Premium Comp Used Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
CLHOL	Holiday Comp Leave - Used	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CLH (Holiday-Comp Leave Salaried).

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CLHL2	Hol Comp Used Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
CLREG	Compensatory Lv Regular Used	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMP (Regular Comp Leave Salaried).
CLRG2	Reg Comp Used Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
CLWO	Comp Leave WO - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
CLWO2	Comp Leave WO - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is only used by T&L to indicate when an employee does not have sufficient leave balances.

Sick Leave

The order for stepping down sick leave during rule processing in Time Administration is:

SL > CLEX > CLPRE > CLHOL > CLREG > AL > ASL > AAL > SLWO for Salaried
 SL2 > CLEX2 > CLPR2 > CLHL2 > CLRG2 > AL2 > ASL2 > AAL2 > SLWO2 for Part-Time/Hourly

If an employee has a Sick Leave balance large enough to satisfy the number of hours entered using TRC SL (Sick Leave), SL will be created in payable time.

If the employee does not have enough sick leave balance and has a Compensatory Leave balance, rules in Time Administration will create TRC(s) in Payable Time to use the available compensatory leave balances in the following order – Excess Compensatory Balance, Premium Compensatory Balance, Holiday Compensatory Balance, Regular Compensatory Balance. SL will be changed during Time Administration processing to CLEX (Excess Comp Leave – Used)/CLEX2 (Excess Comp Used Hourly), then CLPRE (Premium Comp Leave – Used)/CLPR2 (Excess Comp Used Hourly), CLHOL (Holiday Comp Leave – Used)/ CLHL2 (Hol Comp Used Hourly) and CLREG (Compensatory Lv Regular Used)/CLRG2 (Reg Comp Used Hourly).

If the employee does not have enough sick leave or compensatory leave, but has an annual leave balance, rules in Time Administration will create AL (Annual Leave)/AL2 (Annual Leave Hourly) in payable time to use the available annual leave balance.

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If the employee does not have enough sick leave, compensatory leave or annual leave and the employee has met the eligibility to accrue sick leave for the month, then ASL (Anticipated Accrued Sick Leave)/ASL2 (Anticipated Sick Leave Hourly) will be created for the eligible hours.

If the employee does not have enough sick leave, compensatory leave, annual leave, or anticipated sick accrual, but has met the eligibility to accrue annual leave for the month, the AAL (Anticipated Accrued Annual Lve)/AAL2 (Anticipated Annual Lv Hrly) will be created for the eligible hours.

If the employee does not have enough sick leave, compensatory leave, annual leave, anticipated sick accrual, or anticipated annual accrual, SLWO (Sick Leave Without Pay)/SLWO2 (Sick Leave WO – Hourly) will be created in payable time.

TRC	TRC Description	Comments
ASL	Anticipated Accrued Sick Leave	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SLS (Sick Leave Salaried).
ASL2	Anticipated Sick Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SLH (Sick Leave Hourly).
ASLVR	Anticipated Accrued SL Override	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SLS (Sick Leave Salaried).
ASVR2	Anticipated Sick Lve Override	This TRC is created by Time Administration. It is mapped to earnings code SLH (Sick Leave Hourly).
SL	Sick Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, SL is mapped to earnings code SLS (Sick Leave Salaried).
SL2	Sick Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SLH (Sick Leave Hourly).
SLOVR	Sick Lv Reschedule Override	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code SLS (Sick Leave Salaried).
SLOV2	Sick Lv Override Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SLH (Sick Leave Hourly).
SLWO	Sick Leave Without Pay	This TRC is entered by Edison TL. It is mapped to earnings code WOP (Without Pay).

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SLWO2	Sick Leave WO - Hourly	This TRC is entered by Edison TL. It is used by T&L to indicate when an employee was out and did not have leave.
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Family Medical Leave

The order for stepping down family medical leave during rule processing in Time Administration is:

Annual Leave

FMLAL > CLEX > CLPRE > CLHOL > CLREG > AFMAL > FMLWO for Salaried

FMLA2 > CLEX2 > CLPR2 > CLHL2 > CLRG2 > AFMA2 > FMWO2 for Part-Time/Hourly

Sick Leave

FMLSL > CLEX > CLPRE > CLHOL > CLREG > FMLAL > AFMAL > AFMSL > FMLWO for Salaried

FMSL2 > CLEX2 > CLPR2 > CLHL2 > CLRG2 > FMLA2 > AFMA2 > AFMS2 > FMWO2 for Part-Time/Hourly

TRC	TRC Description	Comments
AFMAL	Anticipated FMLA AL	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FML (Family/MedicalAnnualLvSalaried).
AFMA2	Anticipated FML Annual Lv Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FAH (Family/Medical Annual Lv Hourly).
AFMSL	Anticipated FML Sick Leave	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FMS (Family/Medical SickLv Salaried).
AFMS2	Anticipated FML Sick Lv. Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FMH (Family/Medical Sick Lv Hourly).
FMLAL	FML-Annual Lv	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, FMLAL is mapped to earnings code FML (Family/MedicalAnnualLvSalaried).
FMAL2	FML-Annual Lv Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FAH (Family/Medical Annual Lv Hourly).

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FMHL2	Family Med Lv Holiday-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code HPH (Holiday Pay Hourly).
FMLSB	FML-Sick Leave Bank	This TRC is entered by SLB Admin, DOHR, and Edison TL. It is mapped to earnings code SLB (Sick Leave Bank Salaried).
FMLWO	Family Medical Leave W/O Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code WOP (Without Pay).
FMNP2	Family Med Lv No Pay-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
FMWO2	FMLA Without Pay Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is only used by T&L to indicate when an employee was out and did not have leave.
FMLSL	FML-Sick Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, it is mapped to earnings code FMS (Family/Medical SickLv Salaried).
FMSB2	Family Med/Sick Bank – Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SBH (Sick Lv Bank-Hourly).
FMSL2	FML-Sick Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SLH (Sick Leave Hourly).

Sick Leave Banked

TRC	TRC Description	Comments
FMLSB	FML-Sick Leave Bank	This TRC is entered by SLB Admin, DOHR, and Edison TL. It is mapped to earnings code SLB (Sick Leave Bank Salaried).
SLBK	Sick Leave Bank	This TRC is entered by SLB Admin, DOHR, and Edison TL. It is mapped to earnings code SLB (Sick Leave Bank Salaried).
SLBK2	Sick Leave Bank - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SBH (Sick Lv Bank-Hourly).

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TRC	TRC Description	Comments
SLDN	Donated (Transferred) Sick Lv	This TRC is entered by SLB Admin, DOHR, and Edison TL. It is mapped to earnings code SLB (Sick Leave Bank Salaried).

Paternity Leave

The order for stepping down family medical leave during rule processing in Time Administration is:

Annual Leave

MPAL > MPCLX > MPCLP > MPCLH > MPCLR > AMPAL > MPAWO for Salaried

MPAL2 > MPCX2 > MPCP2 > MPCH2 > MPCR2 > AMPA2 > MPWO2 for Part-Time/Hourly

Sick Leave

MPSL > MPCLX > MPCLP > MPCLH > MPCLR > MPAL > AMPSL > AMPAL > MPAWO for Salaried

MPSL2 > MPCX2 > MPCP2 > MPCH2 > MPCR2 > MPAL2 > AMPS2 > AMPA2 > MPWO2 for Part-Time/Hourly

Comp Leave

MPACL > MPCLX > MPCLP > MPCLH > MPCLR > MPAL > AMPAL > MPAWO for Salaried

MPACL > MPCX2 > MPCP2 > MPCH2 > MPCR2 > MPAL2 > AMPA2 > MPWO2 for Part-Time/Hourly

TRC	TRC Description	Comments
AMPA2	Anticipated MPA Annual Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ANH (Annual Leave Hourly).
AMPAL	Anticipated Parental Annual Lv	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ANL (Annual Leave Salaried).
AMPS2	Anticipated MPA Sick Lv Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code MPH (Maternity/Paternity Sick Hour).
AMPSL	Anticipated Parental Sick Lv	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code MPA (Maternity/Paternity Sick Salar).

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MPACL	Parental Comp Leave	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. MPACL is always stepped down during rules processing in Time Administration other TRC(s) as indicated above.
MPAL	Parental Annual Leave	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, MPAL is mapped to earnings code ANL (Annual Leave Salaried).
MPAL2	Parental Annual Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ANH (Annual Leave Hourly).
MPAWO	Parental Leave Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
MPCH2	Parental Lv-Holiday Comp Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code HCH (Holiday Comp Leave Hourly).
MPCLH	Parental Lv.-Holiday Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CLH (Holiday Comp Leave Hourly).
MPCLP	Parental Lv.-Premium Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CPR (Premium Comp Leave Salaried).
MPCLR	Parental Lv.-Regular Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMP (Regular Comp Leave Salaried).
MPCLX	Parental Lv. - Excess Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMP (Regular Comp Leave Salaried).
MPCP2	Parental Lv.-Premium Comp Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PCH (Premium Comp Leave Hourly).
MPCR2	Parental Lv-Reg Comp Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
MPCX2	Parental Lv.-Excess Comp Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
MPSL	Parental Sick Leave	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, MPSL is mapped to earnings code MPA (Maternity/Paternity Sick Salaried).

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MPSL2	Parental Sick Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code MPH (Maternity/Paternity Sick Hour).
MPWO2	Parental Leave Without Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.

FMLA/Paternity Leave

The order for stepping down family medical leave during rule processing in Time Administration is:

Annual Leave

FMPAL > MPCLX > MPCLP > MPCLH > MPCLR > AFMPA > FMPWO for Salaried

FMPA2 > MPCX2 > MPCP2 > MPCH2 > MPCR2 > AFPA2 > FPWO2 for Part-Time/Hourly

Sick Leave

FMPSL > MPCLX > MPCLP > MPCLH > MPCLR > FMPAL > AFMPS > AFMPA > FMPWO for Salaried

FMP2 > MPCX2 > MPCP2 > MPCH2 > MPCR2 > FMPA2 > AFPS2 > AFPA2 > FPWO2 for Part-Time/Hourly

TRC	TRC Description	Comments
AFMPA	Anticipated FML/MPA Annual Lv	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FML (Family/MedicalAnnualLvSalaried).
AFMPS	Anticipated FML/MPA Sick Lv	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FMS (Family/Medical SickLv Salaried).
AFPA2	Anticipated FML/MPA AL Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FAH (Family/Medical Annual Lv Hourly).
AFPS2	Anticipated FML/MPA SL Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FMH (Family/Medical Sick Lv Hourly).
FMPAL	FML/MPA Annual Leave	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, FMPAL is mapped to earnings code FML (Family/MedicalAnnualLvSalaried).

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FMPA2	FML/MPA Annual Lv. Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FAH (Family/Medical Annual Lv Horly).
FMPSL	FML/MPA Sick Leave	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, FMPSL is mapped to earnings code FMS (Family/Medical SickLv Salaried).
FMPS2	FML/MPA Sick Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code FMH (Family/Medical Sick Lv Hourly).
FMPWO	FML/MPA Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
FPWO2	FML/MPA Without Pay Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.

Terminal Leave

The order for stepping down family medical leave during rule processing in Time Administration is:

Annual Leave

TERAL > TERCX > TERCP > TERCH > TERCR > TERAL > ATERA > SEPWO for salaried
TERA2 > TRCX2 > TRCP2 > TRCH2 > TRCR2 > TERA2 > ATRA2 > SPWO2 for Part-Time/Hourly

Comp Leave

TERCL > TERCX > TERCP > TERCH > TERCR > TERAL > ATERA > SEPWO for salaried
TERCL > TRCX2 > TRCP2 > TRCH2 > TRCR2 > TERA2 > ATRA2 > SPWO2 for Part-Time/Hourly

TRC	TRC Description	Comments
ATERA	Anticipated Terminal Annual Lv	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TER (Terminal Annual Leave Salaried).
ATRA2	Ant. Term Annual Lv - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TLH (Terminal Annual Leave Hourly).

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SEPWO	Separation Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
TERA2	Terminal Annual Lv - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TER (Terminal Annual Leave Salaried).
TERAL	Terminal Lv. - Annual Leave	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. Rules processing in Time Administration may step this down to other TRC(s) as indicated above. If not stepped down, TERAL is mapped to earnings code TER (Terminal Annual Leave Salaried).
TERCH	Terminal Lv.-Holiday Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TCL (Terminal Comp Leave Salaried).
TERCL	Terminal Comp Leave	This TRC is entered by Agency TL Admin, DOHR, and Edison TL. Rules processing in Time Administration is always stepped down during rules processing in Time Administration other TRC(s) as indicated above.
TERCP	Terminal Lv.- Premium Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TCL (Terminal Comp Leave Salaried).
TERCR	Terminal Lv.-Regular Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TCL (Terminal Comp Leave Salaried).
TERCX	Terminal Lv. - Excess Comp	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code TCL (Terminal Comp Leave Salaried).
TERHL	Terminal Leave - Holiday	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code HTL (Terminal Leave Holiday Salarie).
TRCH2	Terminal Holiday Comp-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code LCH (Terminal Comp Leave Hourly).
TRCP2	Terminal Premium Comp-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code LCH (Terminal Comp Leave Hourly).
TRCR2	Terminal Reg Comp - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code LCH (Terminal Comp Leave Hourly).
TRCX2	Terminal Excess Comp-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code LCH (Terminal Comp Leave Hourly).

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TRHL2	Terminal Lv. Holiday-Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code THH (Terminal Lv Holiday -Hourly).
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Administrative Leave

TRC	TRC Description	Comments
ADDR2	Spec Disaster Relief - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code SRH (Spec Disaster Relief-Hourly).
ADEL2	Adm Election Leave - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ALH (Administrative Leave Hourly).
ADHS2	Adm. Health Svcs - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ALH (Administrative Leave Hourly).
ADIV2	Adm State Exam/Interview-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ALH (Administrative Leave Hourly).
ADIW2	Adm. Inclement Weather-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ALH (Administrative Leave Hourly).
ADM	Admin Lv With Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code ADL (Administrative Leave Salaried).
ADM2	Admin Lv W/Pay Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code ALH (Administrative Leave Hourly).
ADMDR	Spec Disaster Relief Srvc Lv	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code SRS (Specialized Disaster Relief Lv).
ADMEL	Adm Election Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code AEL (Admin Election Leave Salaried).
ADMHS	Adm Health Services Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code AHL (Admin Health Leave Salaried).
ADMIV	Adm State Exam/Interview Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code AIL (Admin Exam/Interview Salaried).

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(Time Reporting Codes and Their Meaning)

ADMIW	Adm Inclement Weather Lv W/ Py	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code AWL (Admin Incleme Weather Salaried).
ADMUB	Uninhabitable Bldg Lv W/ Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code AUL (Admin Uninha Building Salaried).
ADUB2	Adm Uninhabitable Bldg - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code AUL (Admin Uninha Building Salaried).

Other Leaves

TRC	TRC Description	Comments
ASSLT	Assault Pay	This TRC is entered by Agency TL Admin, DOHR, and Edison TL. It is mapped to earnings code ASP (Assault Pay Salaried).
ASLT2	Assault Pay Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code APH (Assault Pay Hourly).
BER	Bereavement Leave With Pay	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code BRV (Bereavement Salaried).
BER2	Bereavement Leave - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code BRH (Bereavement Lv-Hourly).
CIV	Civil Leave	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code JRY (Civil Leave-Jury Duty Salaried).
CIV2	Civil Leave Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CVH (Civil Leave-Jury Duty Hourly).
EDU	Education Lv With Pay	This TRC is entered by Agency TL Admin, DOHR, and Edison TL. It is mapped to earnings code EDU (Educational Leave Salaried).
EDU2	Education Lv w/pay - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code EDH (Education Lv W/Pay-Hourly).
EDUWO	Educational Leave W/O Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).

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(Time Reporting Codes and Their Meaning)

EDWO2	Education Lv w/o Pay-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
MIL	Military Lv With Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code MIL (Military Leave Salaried).
MIL2	Military Lv W/Pay Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code MLH (Military Leave Hourly).
MILSP	Special Military Operations	This TRC is entered by Agency TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
MILSP2	Special Military Ops - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
MLWO2	Military Lv w/o Pay - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.

Pay in Addition to Salary Codes

TRC	TRC Description	Comments
PTDYS	Per Diem	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is a units type and the rate per unit is specified on the earnings code. It is mapped to earnings code PDM (Per Diem - Board Members).

Time Worked Codes

TRC	TRC Description	Comments
PTHS1	Part Time Hours Shift 1	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
PTHS2	Part Time Hours Shift 2	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).

Sorted by Time Category

Time and Labor Input/Output Reference Guide

(Time Reporting Codes and Their Meaning)

PTHS3	Part Time Hours Shift 3	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
PTDYS	Per Diem	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is a units type and the rate per unit is specified on the earnings code. It is mapped to earnings code PDM (Per Diem - Board Members).
REGS1	Shift 1-Reg Hrs Worked	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
REGS2	Shift 2-Reg Hrs Worked	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
REGS3	Shift 3-Reg Hrs Worked	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
REGTR	Training Time Worked	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
RGTR2	Regular Training Time-Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
RIW1H	Reg Inc Weather Shift 1-Hr	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
RIW2H	Reg Inc Weather Shift 2-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
RIW3H	Reg Inc Weather Shift 3-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
RIWS1	Reg Inclement Weather Shift 1	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
RIWS2	Reg Inclement Weather Shift 2	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
RIWS3	Reg Inclement Weather Shift 3	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
RUB1H	Reg Uninhab Bldg Shift 1-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).

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RUB2H	Reg Uninhab Bldg Shift 2-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
RUB3H	Reg Uninhab Bldg Shift 3-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code PTH (Part Time Wages Hourly).
RUBS1	Reg Uninhabitable Bldg Shift 1	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
RUBS2	Reg Uninhabit Bldg Shift 2	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).
RUBS3	Reg Uninhabit Bldg Shift 3	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code REG (Regular Wages).

Without Pay Codes

TRC	TRC Description	Comments
ALWO	Annual Leave Without Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code WOP (Without Pay).
ALWO2	Annual Leave WO – Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is only used by T&L to indicate when an employee does not have sufficient leave balances.
CLWO	Compensatory Leave W/O Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code CMH (Regular Comp Leave Hourly).
CLWO2	Comp Leave WO - Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is only used by T&L to indicate when an employee does not have sufficient leave balances.
DNRWO	Without - Do Not Reschedule	This TRC is entered by Agency TL Admin, DOHR, and Edison TL. It is only used when an employee's leave without pay should not be rescheduled – i.e. when an employee is suspended. It is mapped to earnings code WOP (Without Pay).
DNWO2	Do Not Reschedule W/O- Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code WOP (Without Pay).

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EDUWO	Educational Leave W/O Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
EDWO2	Education Lv w/o Pay-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
EXTWO	Extended Leave W/O Pay	This TRC is entered by SLB Admin, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
EXWO2	Extended Lv w/o Pay-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
FMLNP	FML No Pay-Manager Entry	This TRC is entered by Employees, Supervisors, Timekeepers, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
FMLWO	Family Medical Leave W/O Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is mapped to earnings code WOP (Without Pay).
FMNP2	Family Med Lv No Pay-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
FMPWO	FML/MPA Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
FPWO2	FML/MPA Without Pay Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
HOLNP	Holiday No Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet when a salaried employee is not eligible for a holiday. It is mapped to Earnings Code WOP (Without Pay) so that the employee's salary will be reduced for the holiday.
LUMWO	Lump Sum - Without Pay	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is used in T&L to account for total scheduled hours and is not mapped to an Earnings Code – will no go to payroll.
LWOP	Leave Without Pay	This TRC is entered by Employees, Supervisors, Timekeepers, SLB Admin, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
LWOP2	Leave w/o Pay - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.

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(Time Reporting Codes and Their Meaning)

MILWO	Military Leave Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
MLWO2	Military Lv w/o Pay - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
MPAWO	Parental Leave Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
MPWO2	Parental Leave Without Hourly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
SCLWO	Seasonal Closure W/O Pay	This TRC is entered by Supervisors, Timekeepers, SLB Admin, Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
SCWO2	Seasonal Closure - Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.
SEPWO	Separation Without Pay	This TRC is entered by Agency TL Admin, Division TL Admin, DOHR, and Edison TL. It is mapped to earnings code WOP (Without Pay).
SLWO	Sick Leave Without Pay	This TRC is entered by Edison TL. It is mapped to earnings code WOP (Without Pay).
SLWO2	Sick Leave WO – Hourly	This TRC is entered by Edison TL. It is only used by T&L to indicate when an employee was out and did not have leave.
SPWO2	Separation Lv w/o Pay-Hrly	This is a TRC that is created by a rule in Time Administration and is not entered on the timesheet. It is for informational purposes in Time and Labor and is not mapped to earnings code.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000001	Not Eligible for Holiday	The employee is not eligible to be paid for holiday time or holiday compensatory time.	Low	Is the employee eligible to receive holiday pay? If yes, verify paid time was reported the scheduled work day preceding the holiday. For employees on terminal leave, verify paid leave is available the next scheduled work day following the holiday. <i>If the exception is true and valid, allow exception. The exception will be cleared and will not display after the Exceptions page is refreshed or after Time Administration runs.</i>
TN000005	Reported Time with TN20_Rule	Time was reported using the TN20 rule.	Medium	Review carefully. Verify employee performed non-exempt duties and appropriate documentation is maintained. <i>If the exception is true and valid, allow exception. The exception will be cleared and will not display after the Exceptions page is refreshed or after Time Administration runs.</i>
TLX00060	Invalid Task Profile ID	The task profile reported is no longer valid.	High	A new task profile will need to be selected from the valid choices located in the taskgroup field. Time must be resubmitted.
TLX00080	Task Profile Not in Taskgroup	The reported Taskgroup is not associated with the reported Task Profile. Will likely occur when an employee transfers from one taskgroup to another.	High	<p>Did the Taskgroup of the Task Profiles contained within the Taskgroup change mid-week? The timesheet displays and attempts to use the Taskgroup and default Task Profile in effect at the beginning of the week.</p> <p>1. View the timesheet using Day Mode and review each day of the week. If the Taskgroup and/or default Task Profile changes on a given day, verify that the new values are correct. Resubmit time in Day Mode for each day that differs from the original Week view.</p> <p>2. If changes are required to the employee's Taskgroup, or the error reoccurs after completing step 1, contact Edison Help Desk.</p>
TLX00440	TRC is Not in TRC Program	The TRC used is not associated with a TRC program as of the date reported.	High	Verify the correct TRC was used. If correct TRC was used, contact Agency TL Administrator.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TLX00450	Quantity Exceeds TRC Limits	The total hours reported exceeds the limits specified for the TRC.	High	<ol style="list-style-type: none"> 1. Verify the total number of hours reported. If the total hours reported were incorrect, correct the hours. Time must be resubmitted. 2. If the total number of hours reported were correct, contact Agency TL Administrator.
TN000002	Invalid Rule Element Value	The value entered on the employee's timesheet in the Rule Element field is not valid for this employee.	High	A new rule element value will need to be selected from the valid choices located in the Rule Element fields. Time must be resubmitted.
TN000003	Non Duty Hours Reported	Time has been reported using non-duty TRCs on an employee's scheduled day off or the employee's scheduled hours have been exceeded using non-duty TRCs on a scheduled day.	High	<ol style="list-style-type: none"> 1. Check the total hours reported. Did the employee report non-duty hours in excess of scheduled hours? 2. Verify that non-duty hours have not been entered on the wrong day, or if non-duty hours are needed.
TN000006	Invalid TRC Used on a Holiday	Time was reported using a TRC that is not valid on a scheduled holiday.	High	<ol style="list-style-type: none"> 1. Verify the TRC used on the holiday is correct. If the TRC used is incorrect, correct the TRC. Time must be resubmitted. 2. If the TRC reported is valid and does not need to be changed, contact Agency TL Administrator.
TN000007	Employee Using Invalid TRC	The employee reported time using a TRC that is not valid for use by the employee role.	High	Contact Agency TL Administrator.
TN000008	Timekeeper Using Invalid TRC	The timekeeper reported time using a TRC that is not valid for use by the timekeeper role.	High	Contact Agency TL Administrator.
TN000009	Supervisor Using Invalid TRC	The supervisor reported time using a TRC that is not valid for use by the supervisor role.	High	Contact Agency TL Administrator.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000010	Agency T&L Using Invalid TRC	The Agency's Time and Labor Administrator reported time using a TRC that is not valid for use by the Agency Time and Labor Administrator role.	High	Contact Edison Help Desk.
TN 000013	Division Using Invalid TRC	The Agency's Division Time and Labor Administrator reported using a TRC that is not valid for use by the Agency Division Time and Labor Administrator role.	High	Contact Edison Help Desk.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000014	Standard Hours <>37.5	The employee's standard hours are greater or less than 37.5 hours.	High	Verify standard hours listed on Job Data.
TN000015	Time Period Mismatch	The exception is generated for one of two reasons: the time period listed on the employee's time reporter data page differs from that of the employee's workgroup or a change to the time reporter data occurred in the middle of the time period.	High	Contact Agency TL Administrator.
TN000016	Comp Rptd Hrs Vs Schedule Hours	The employee's reported hours for the time period are less than the scheduled hours for the time period.	High	<ol style="list-style-type: none"> 1. Compare the employee's scheduled hours with the time reported on the timesheet. Were all of the employee's scheduled hours reported? 2. Did the employee change schedules? Ensure the employee's schedule is correctly reflected. 3. Is an HR action required? Contact Agency HR Administrator.
TN 000020	Hours Exceed Schedule Hours	The employee's reported hours exceed the employee's scheduled hours or approved overtime hours.	High	<ol style="list-style-type: none"> 1. Did the employee work overtime? If yes, was an overtime request submitted and approved? 2. If an overtime request was submitted and approved, verify the overtime request covers the number of overtime hours the employee worked and hours that exceed scheduled hours (rescheduled time). If the overtime request did not cover the employee's overtime hours, an additional overtime request must be submitted and approved.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000031	Verify Holiday Eligibility	The employee reported leave the day before the holiday, but in fact had no leave becoming ineligible to receive holiday pay.	High	Verify that employee is ineligible for the holiday. The leave taken should step down to leave without pay in Payable Time. Then enter 0.0 hours of HOLVD (Holiday Void) on the day of the holiday to ensure correct pay.
TN000033	Rptd LV Exceeds Approved Req	The employee reported leave without a leave request being previously submitted and approved, or the reported leave hours exceed the approved leave amount.	High	1. Did the employee report leave? If yes, was a leave request submitted and approved? 2. If an leave request was submitted and approved, verify the leave request covers the number of leave hours the employee reported. If the leave request did not cover the employee's leave hours, an additional leave request must be submitted and approved
		Low Severity Level Exception	Payable time is generated.	
		Medium Severity Level Exception	Payable time is generated.	
		High Severity Level Exception	Payable time is not generated. Employee is at risk of not being paid. Action must be taken and time must be resubmitted and processed through Time Administration.	